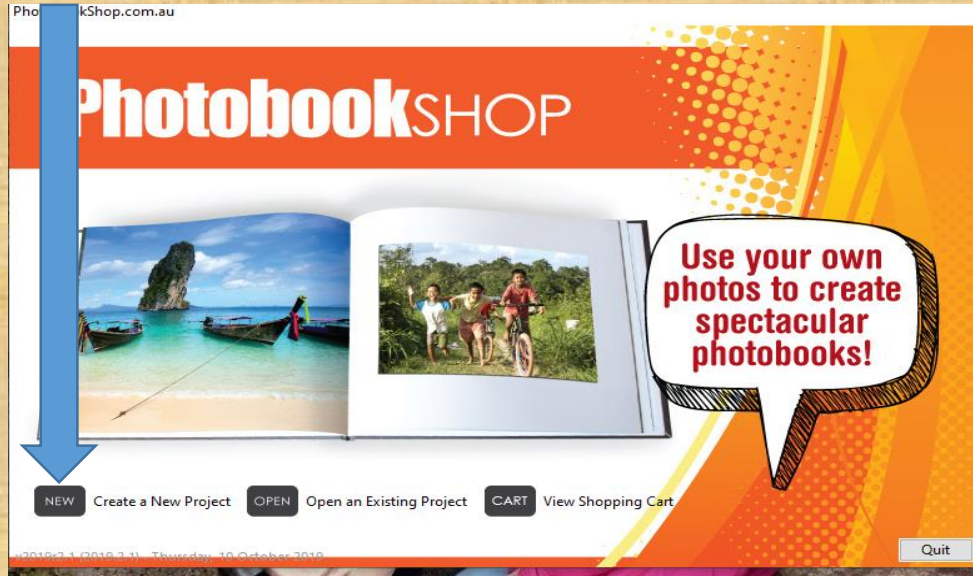
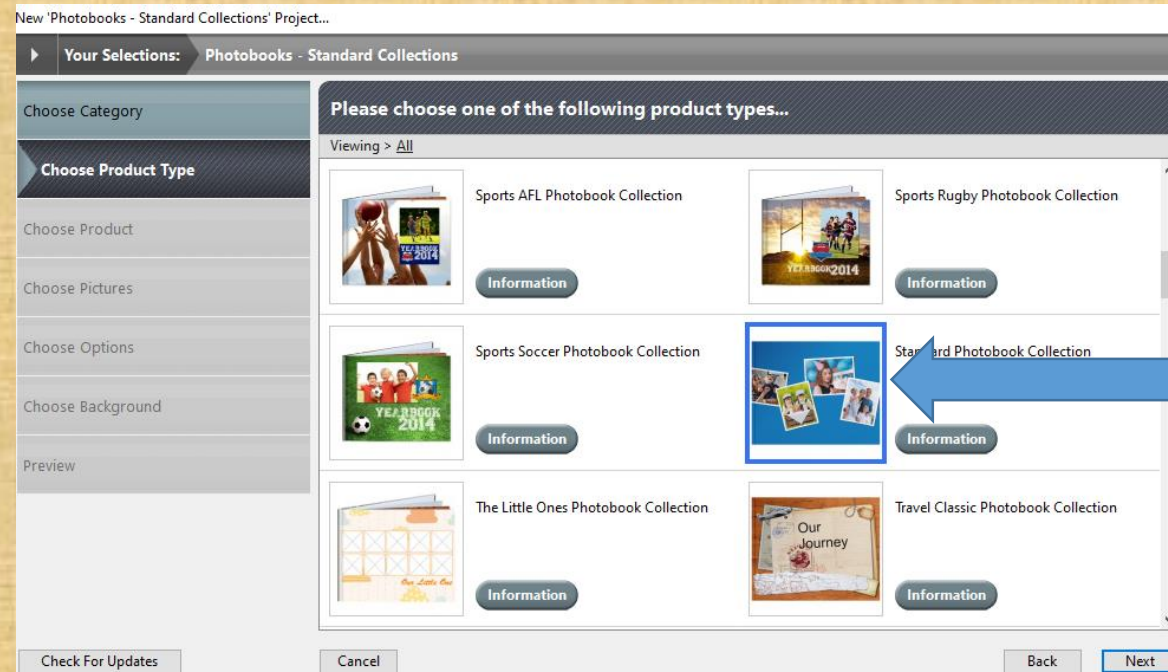
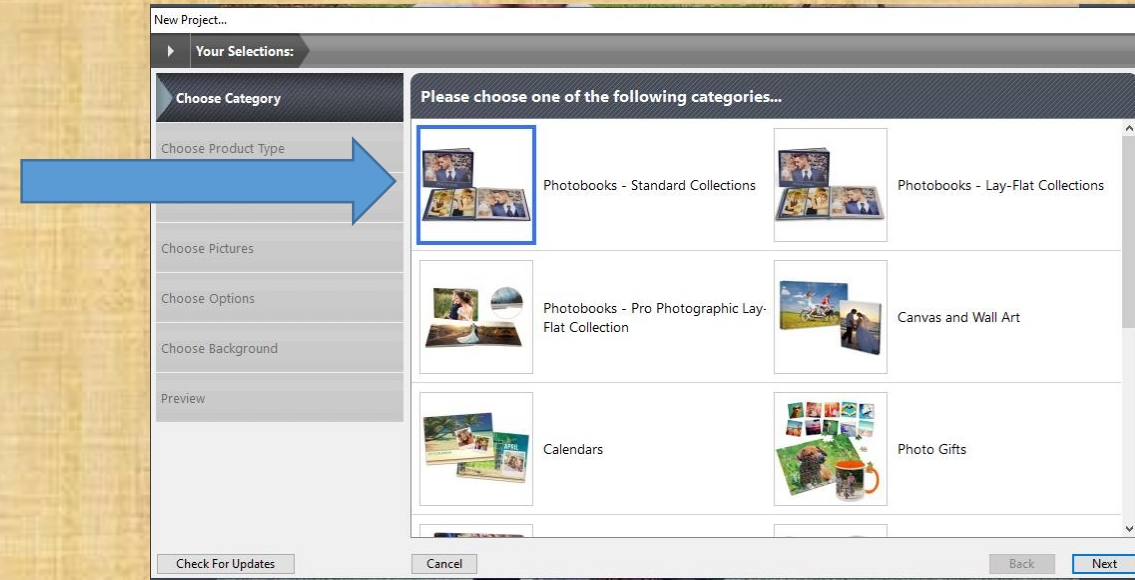


1. Click (double click) on the Photobookshop icon on your desktop and wait while it opens up. Then click on **NEW**.



## Part 4 - Start a new project from scratch (Week 3)

2. Click on the photo next to Photobooks – Standard Collection. Click on **Next**.

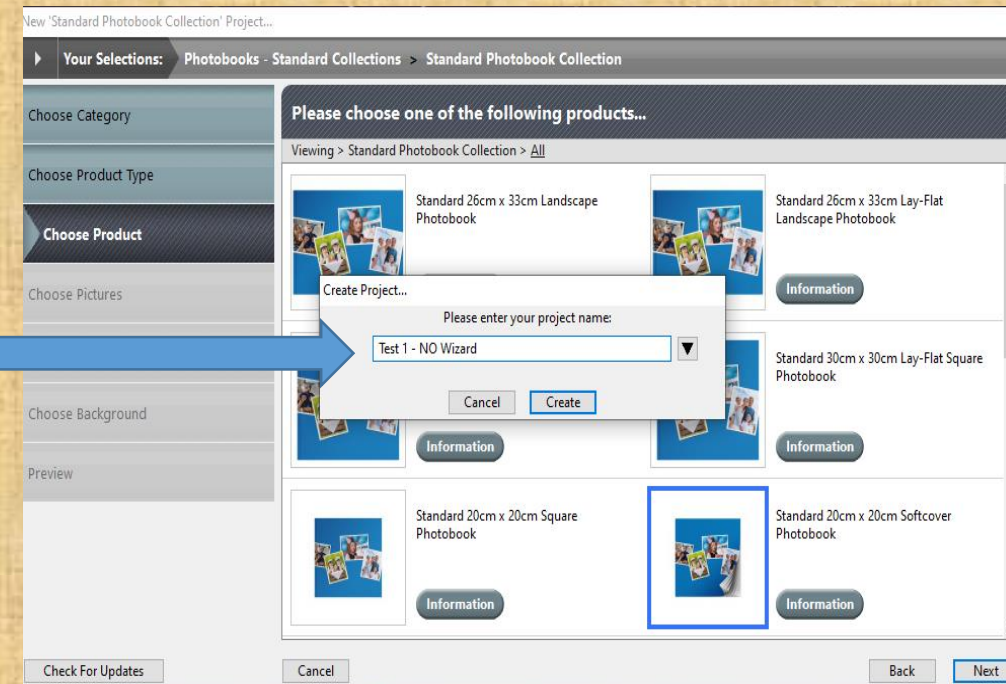
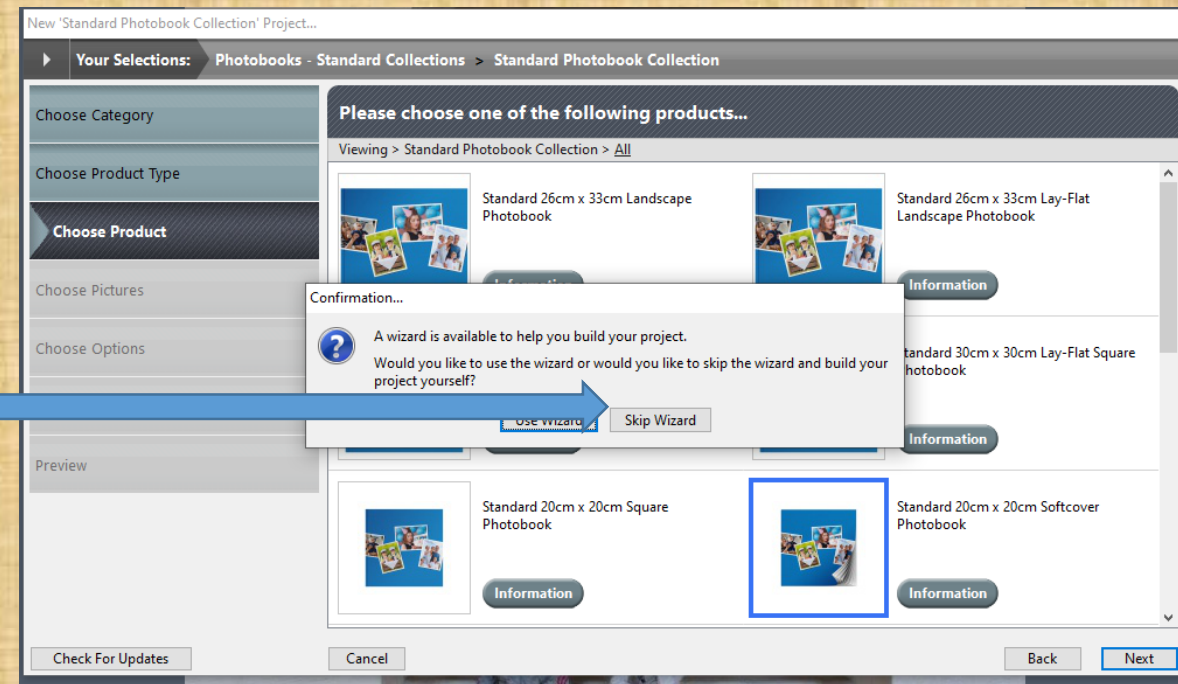
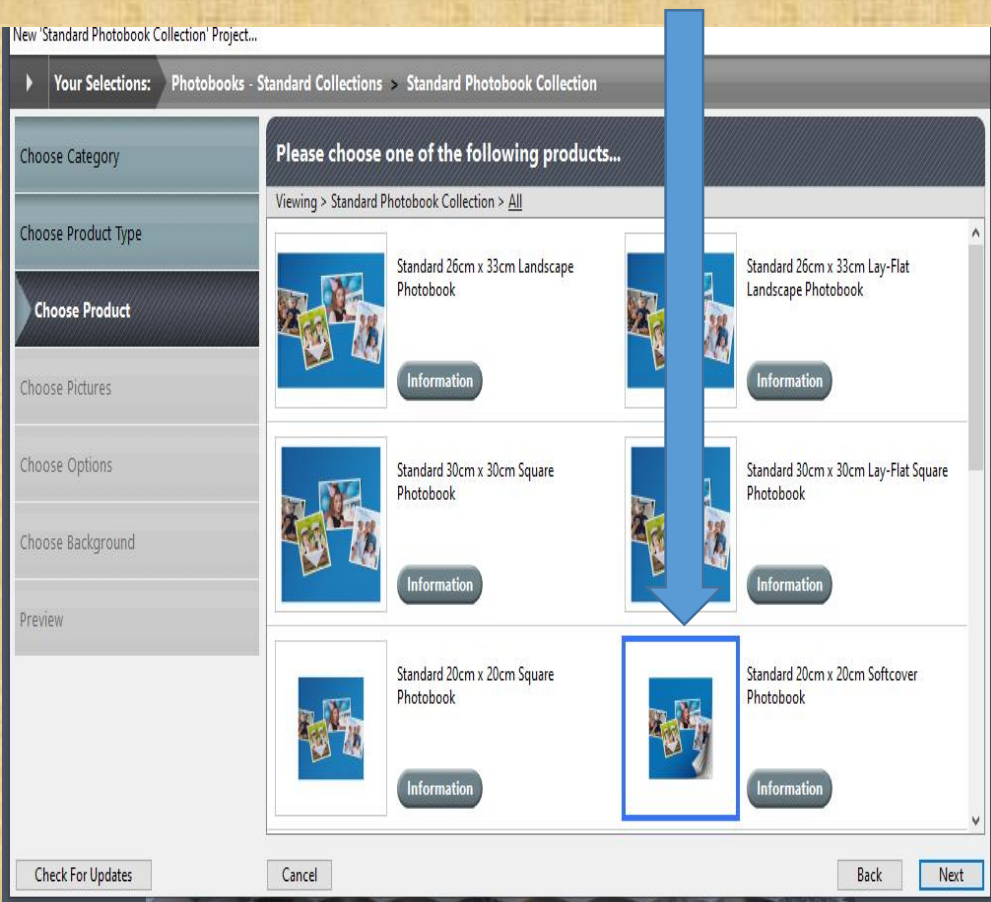


3. Click on the photo next to Standard Photobook Collection. Click on **Next**.

4. Click on the photo next to **Standard 20cmx20cm Softcover Photobook**. Click on **Next**.

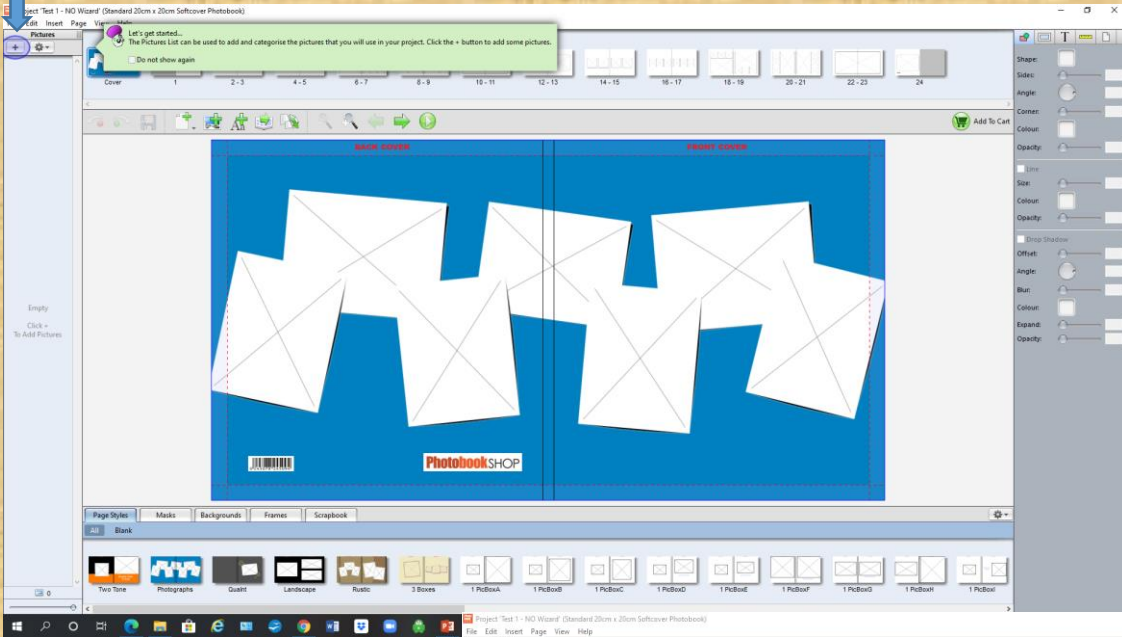
5. Click on **Skip Wizard**.

6. Call your project "Test 1 – NO Wizard". Click on **Create**.

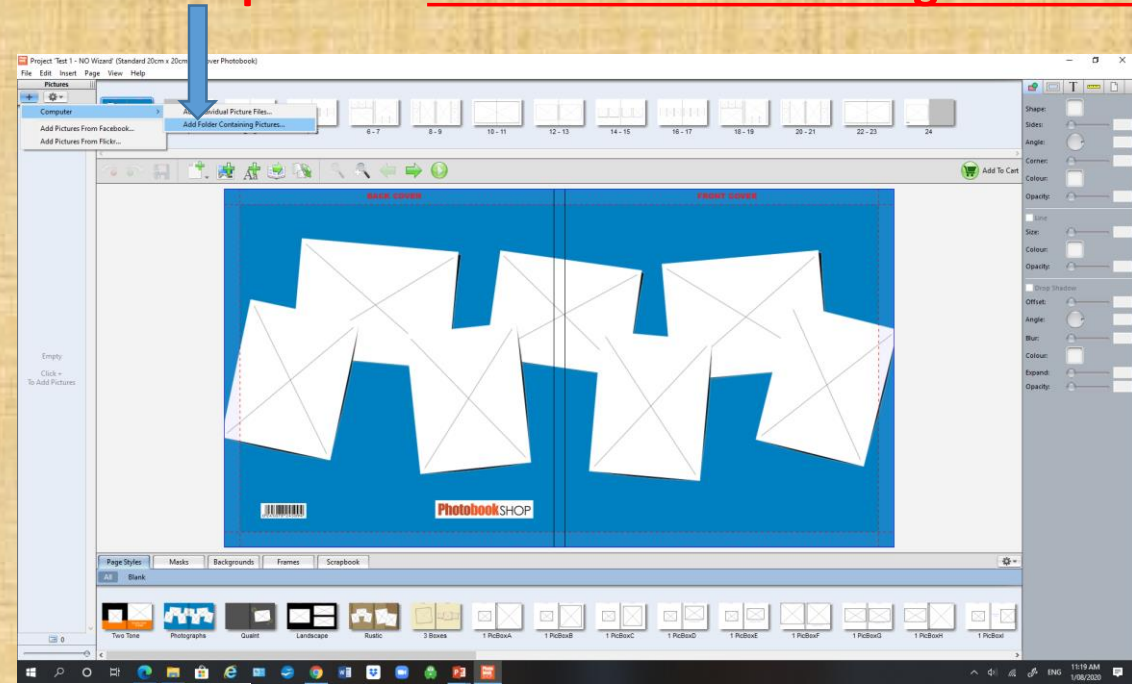




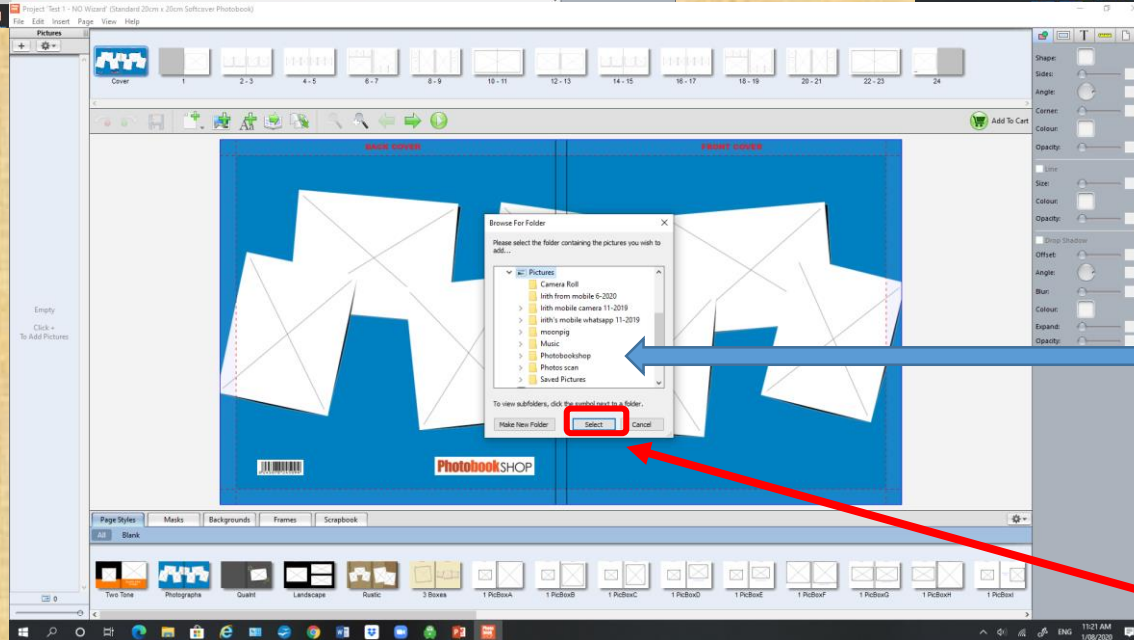
7. Under Pictures click on the **+** sign to start adding your photos.



8. Click on **“Computer”** - **“Add Folder Containing Pictures”**



How to add photos to your project.



9. A new window will open which allows you to browse through your Folders. If there is an arrow **“>”** next to a Folder, e.g. Photobookshop, click on the arrow and it will open up sub-folders. Keep scrolling and clicking on **“>”** until you find the right file then click on **Select**.

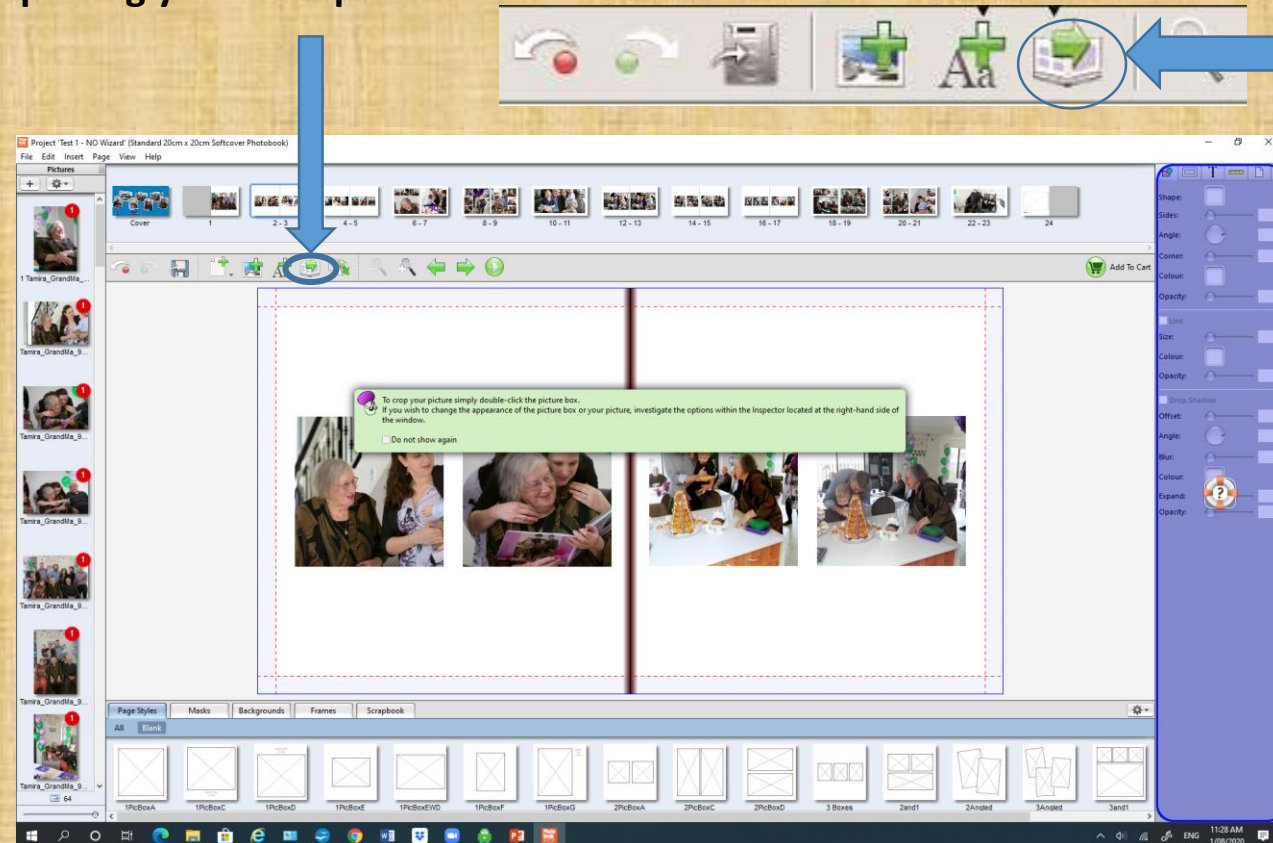
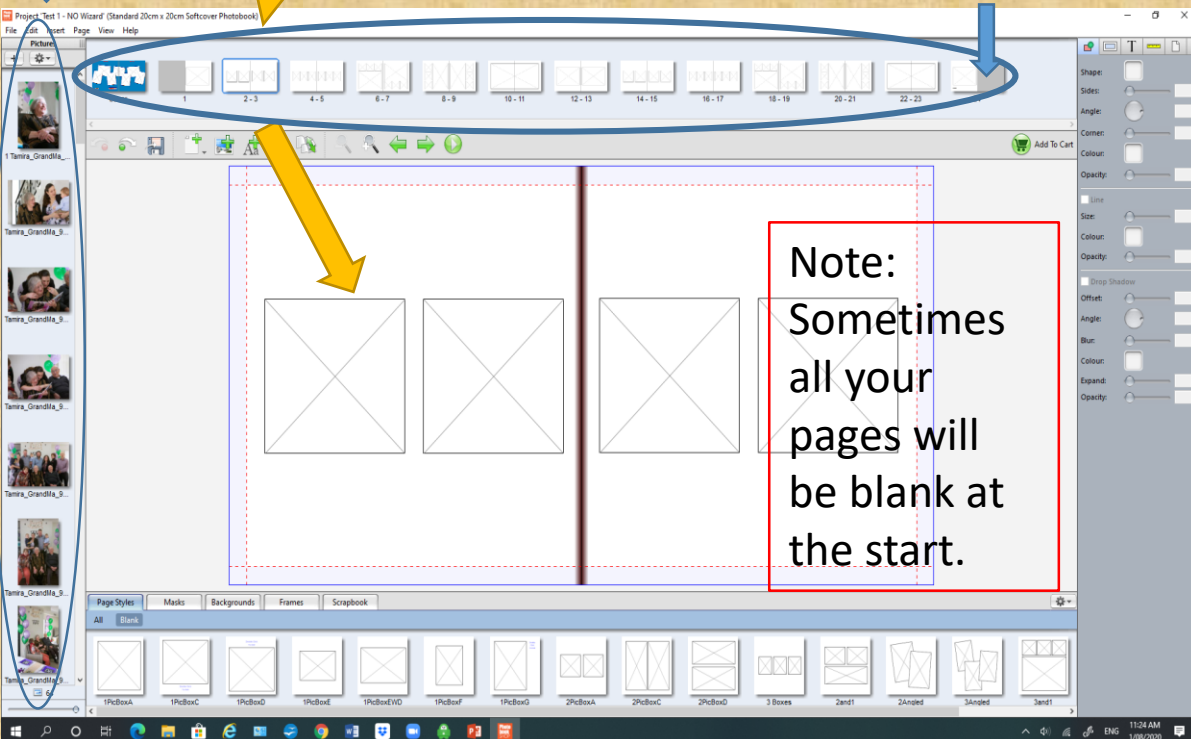
# PHOTOS, PHOTOBOOK OUTLINE, AUTOFLOW OPTION

10. Your photos will appear on the left hand side

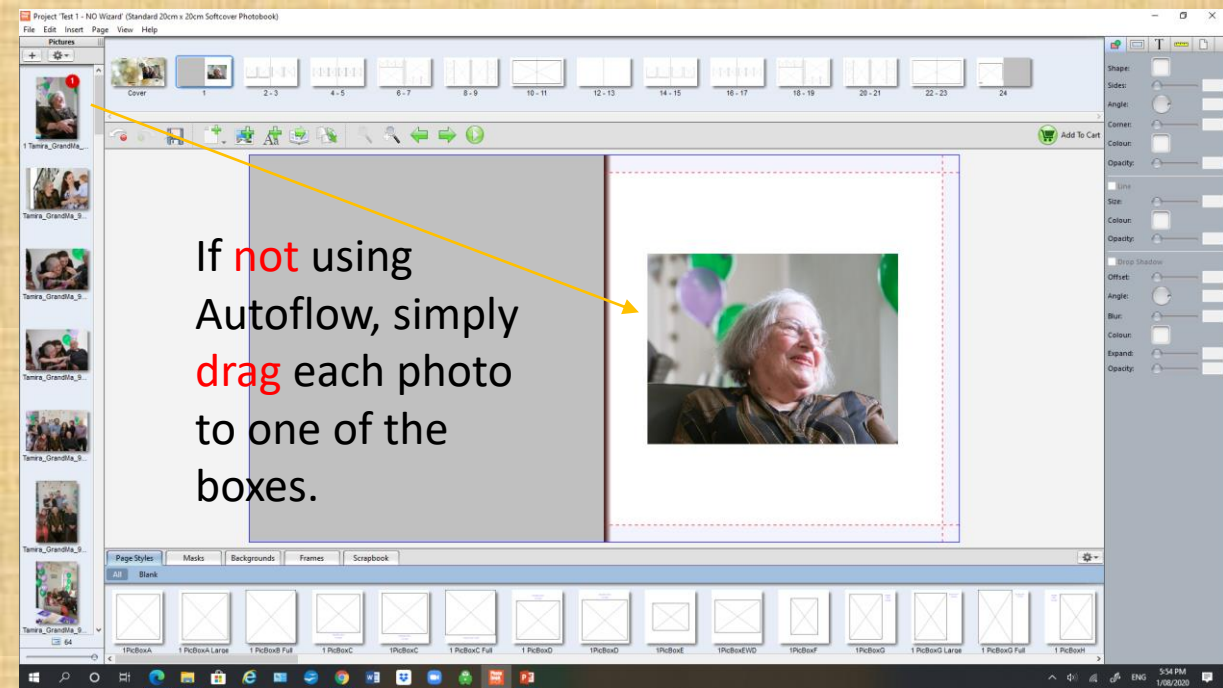
11. On the very top row you will have the given outline of the cover and each of your 20 pages. Below you can see pages 2-3, with 4 small blank picture boxes. You can change the page styles anytime.

12. If you look carefully you will see that there are 24 pages INSTEAD of 20 pages. Slide 11 will show how to delete 4 pages later.

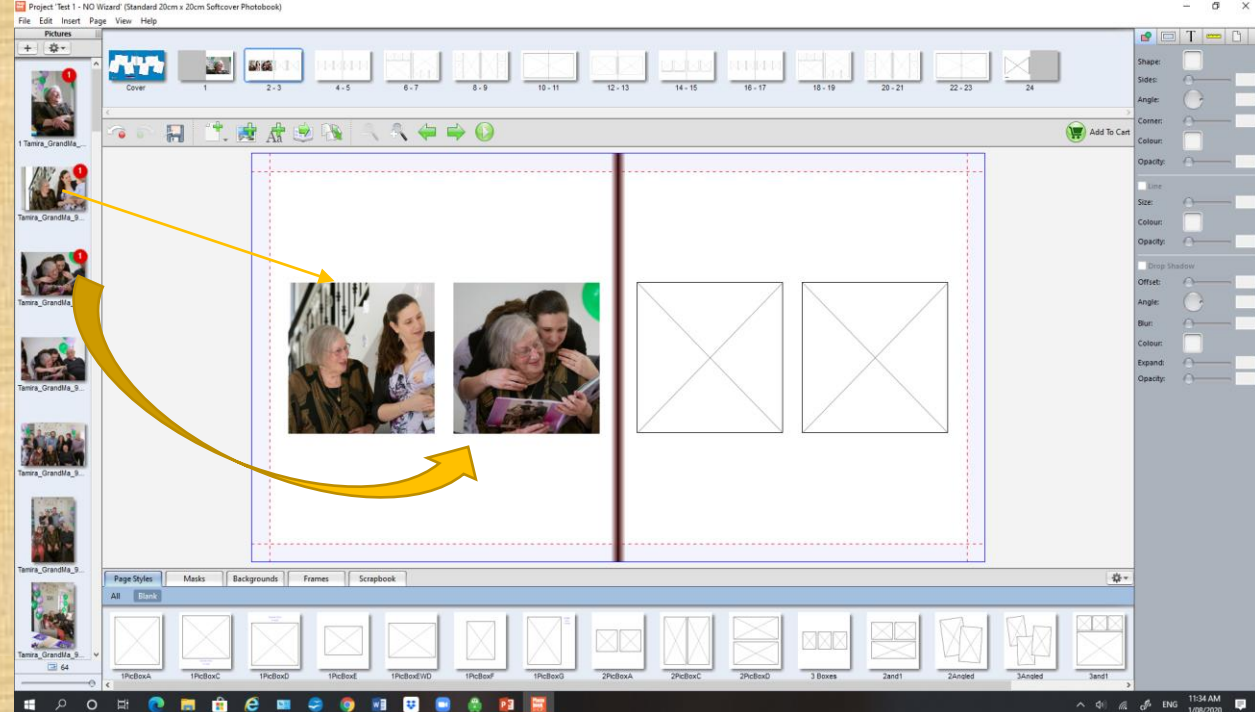
13. The **Autoflow** function is a great time saver if you already have all of your photographs the right way up in the Picture Panel and you have only 20 pages (not 24). Autoflow automatically uses **all of the images in the Picture Panel** and **flows** them into the document using the page styles provided at random. You can still go through the document manually and make any additional layout changes and adjustments. This can be used to save time in individually placing your own photos.







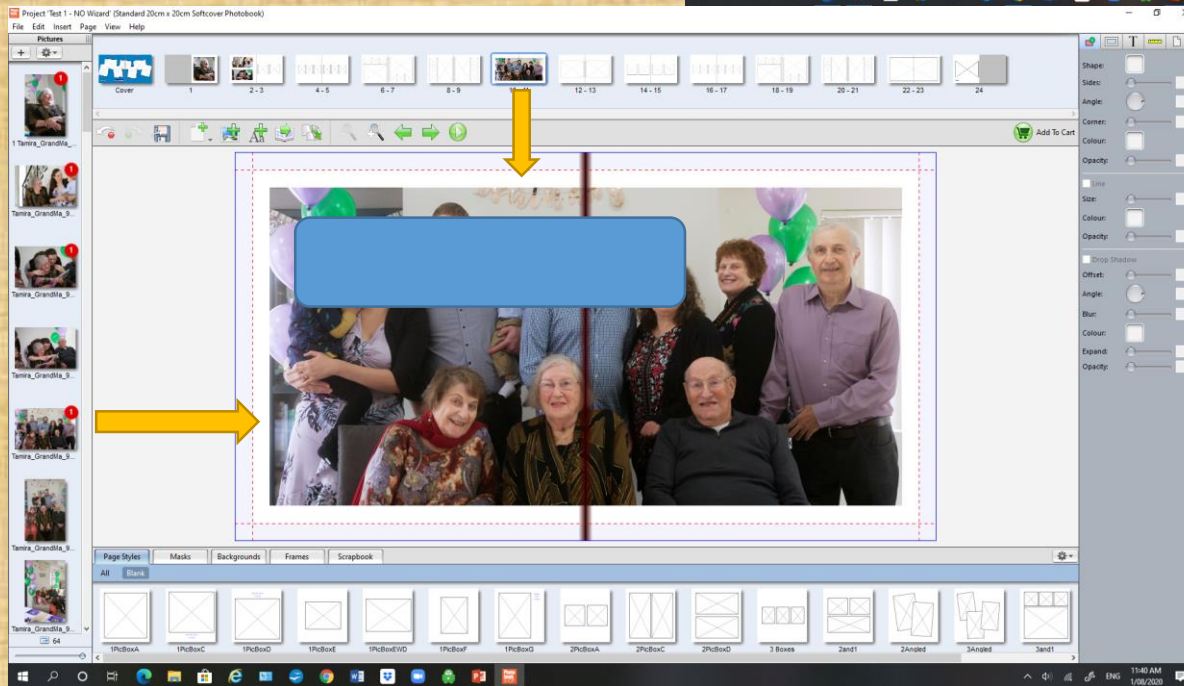
If **not** using Autoflow, simply **drag** each photo to one of the boxes.



**14. IF YOU DON'T WANT TO USE AUTOFLOW YOU CAN MANUALLY CHOOSE WHICH PHOTOS GO INTO EACH BOX USING THE PAGE STYLES ALREADY PROVIDED OR ADDING PAGE STYLES.**

**OR**

**THERE IS ANOTHER WAY. SEE NEXT SLIDE**



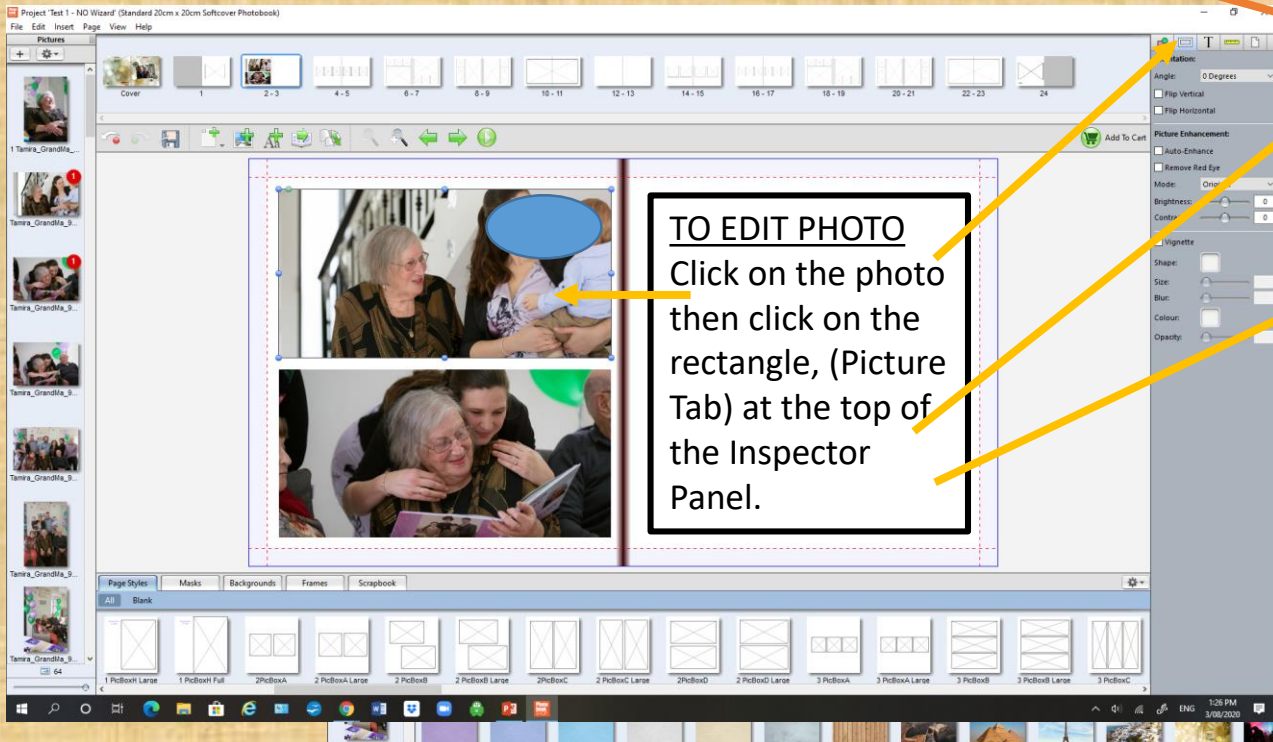
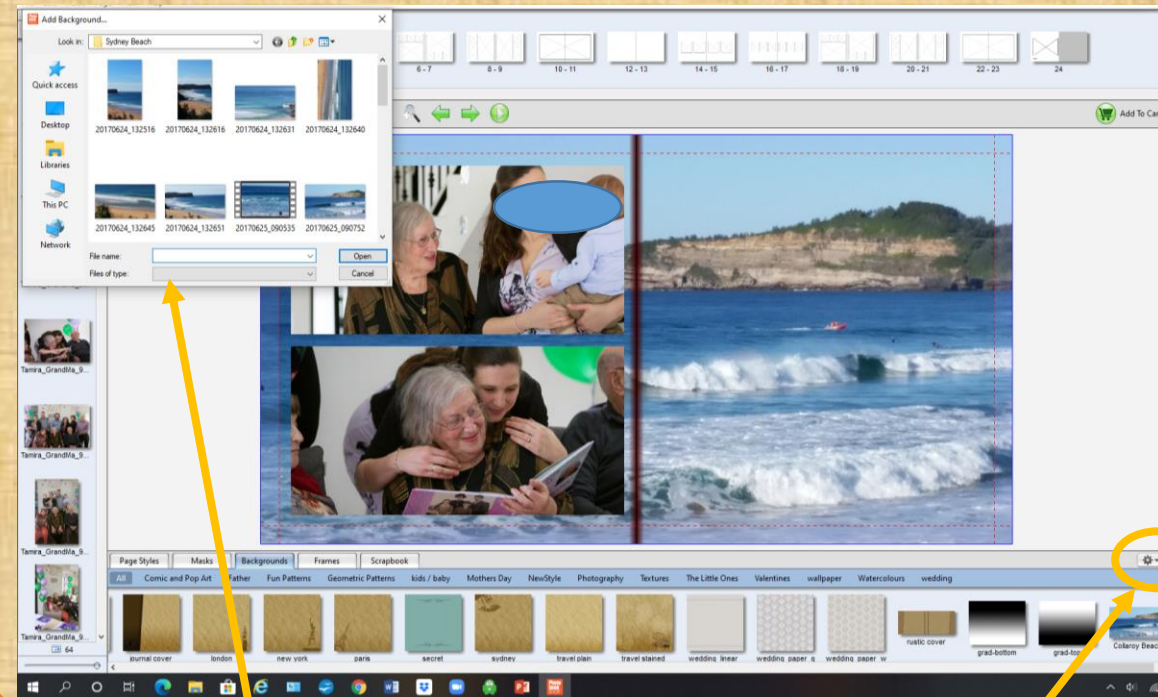
**“DRAG” means click on the object and hold down the left side of the mouse while moving the object**





## 16. How to edit your photo using the Inspector Panel

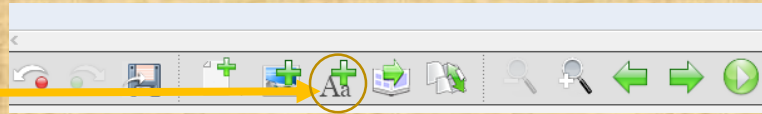
The Inspector Panel runs down the right hand-side of the software. In here you can change or alter the appearance of any **picture boxes**, **text boxes** or **shapes**. The Inspector is split into 5 parts, each covering a different category: **Item/Shape tab**, **Picture tab**, **Text tab**, **Measurements tab** and **Page Background tab**.



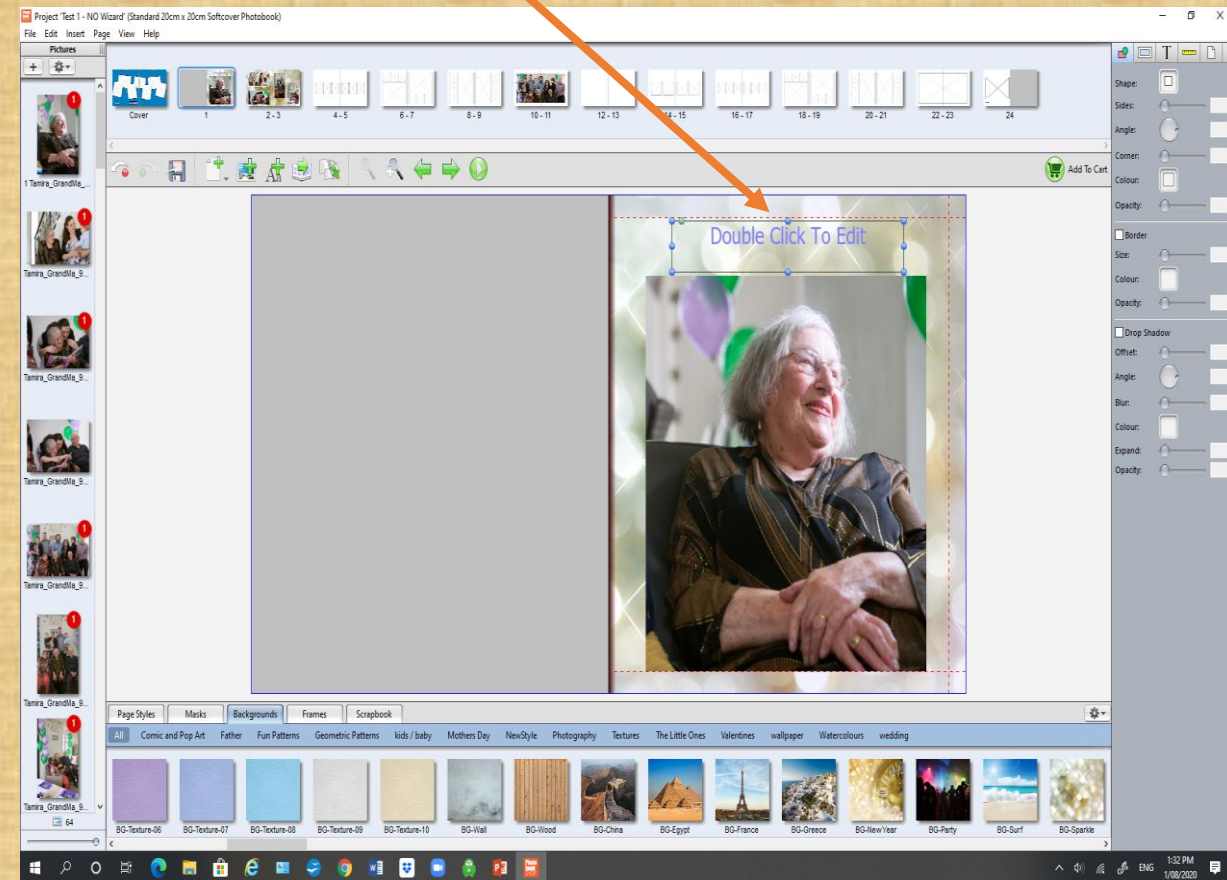
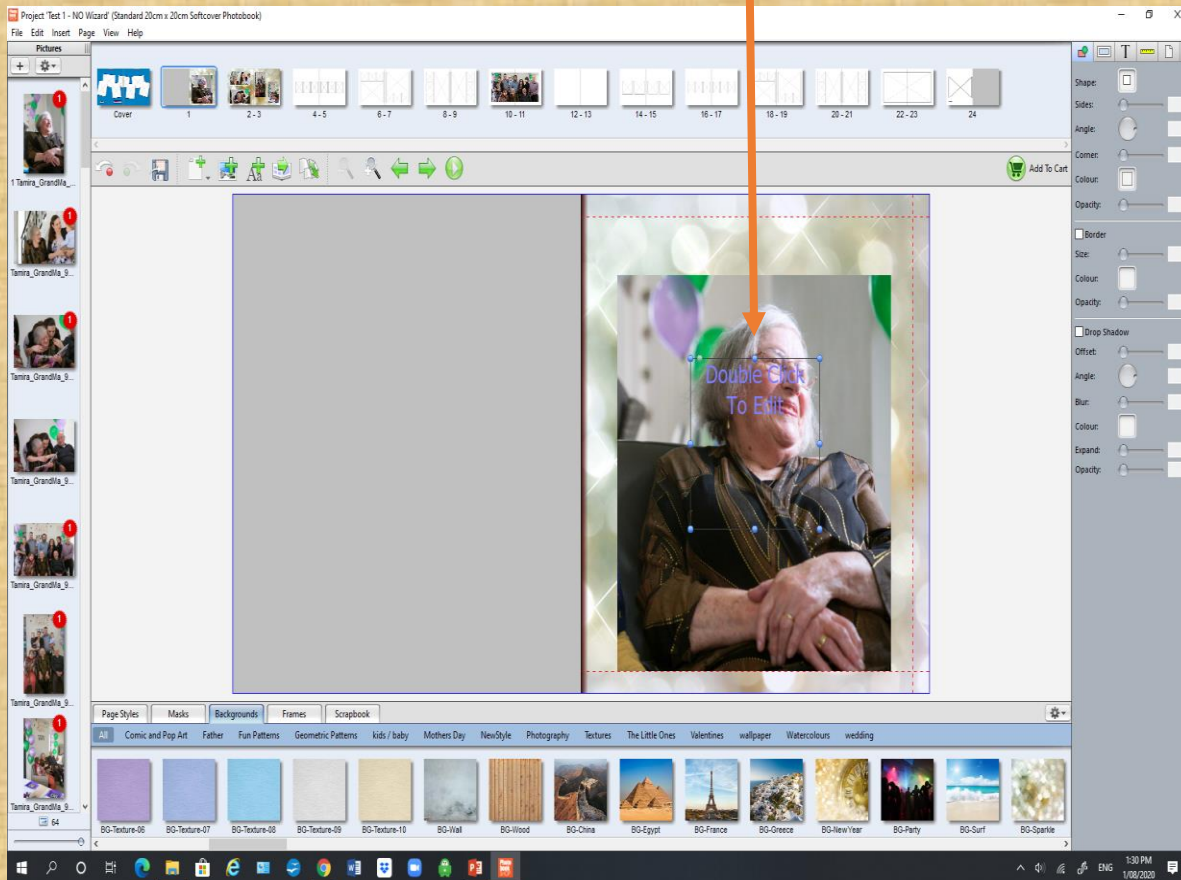
17. Choose your background, click and drag. You can have a different background for each page if you desire. You can add your own photo from your computer as a background by clicking on the setting button on the right and then clicking on add – a new window will come up so that you can find a suitable photo.



## 18. TO ADD TEXT



Clicking on here places a square text box in the centre of the first page or otherwise your left hand page. Click on this box and drag on the corner to manually change the size and shape, **if you hold down the shift key whilst doing this it will scale the image proportionally**. Click anywhere within the box and drag to move the box anywhere on your pages. To edit your text, **double click** anywhere in the text box and start typing your text.

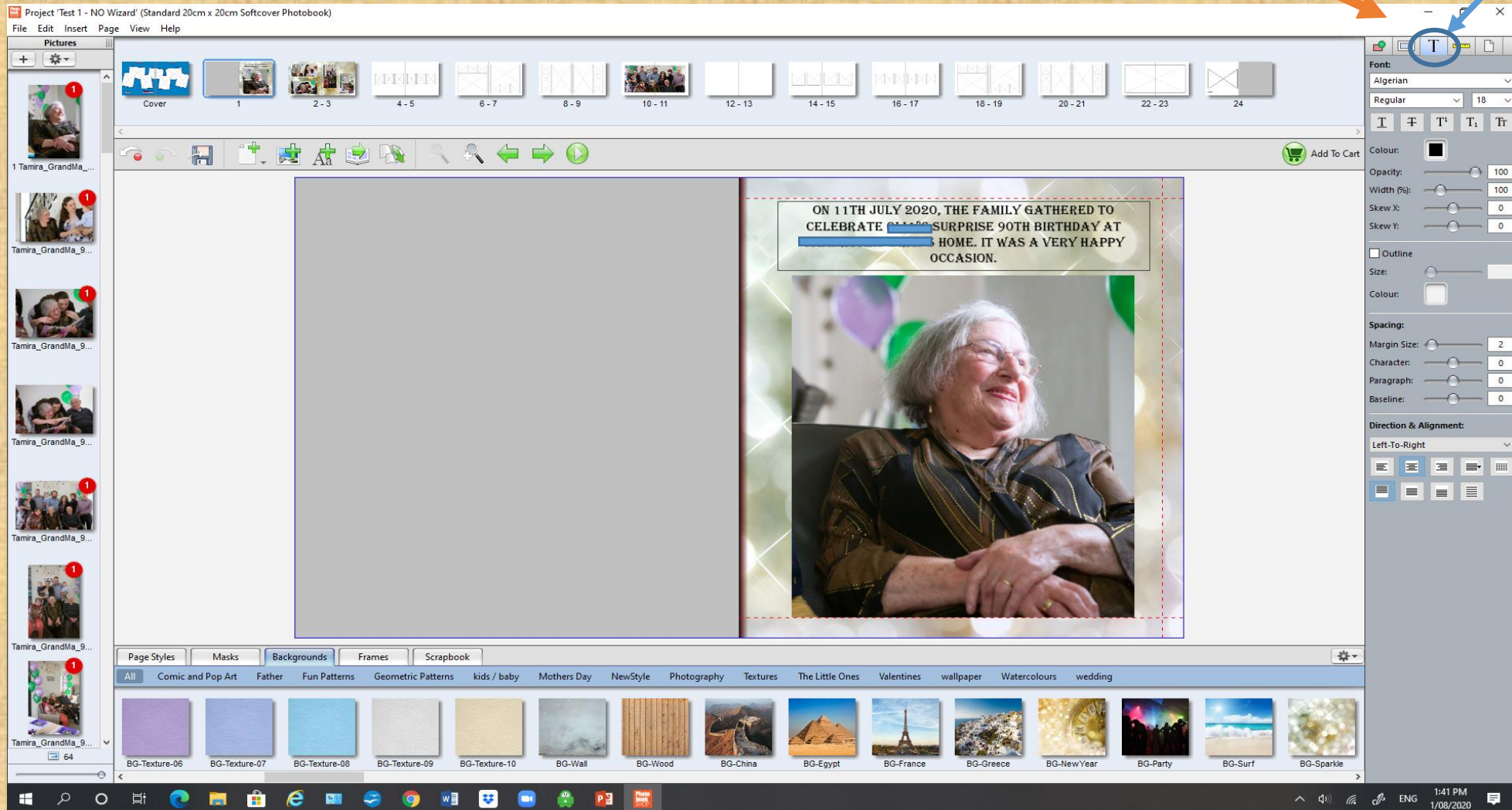




## 19. EDITING TEXT

To edit the text (choose your font, size of font etc) check the Inspector Panel on the right. Make sure you have the "T" box (Text Editor Menu) highlighted.

A red border around the text box is a warning that there is too much text contained within. To fix, either expand the size of the box by dragging on the corner or double click on the text box to bring up the Text Editor Menu panel again and adjust the settings. Any font installed on your computer can be used for your text.

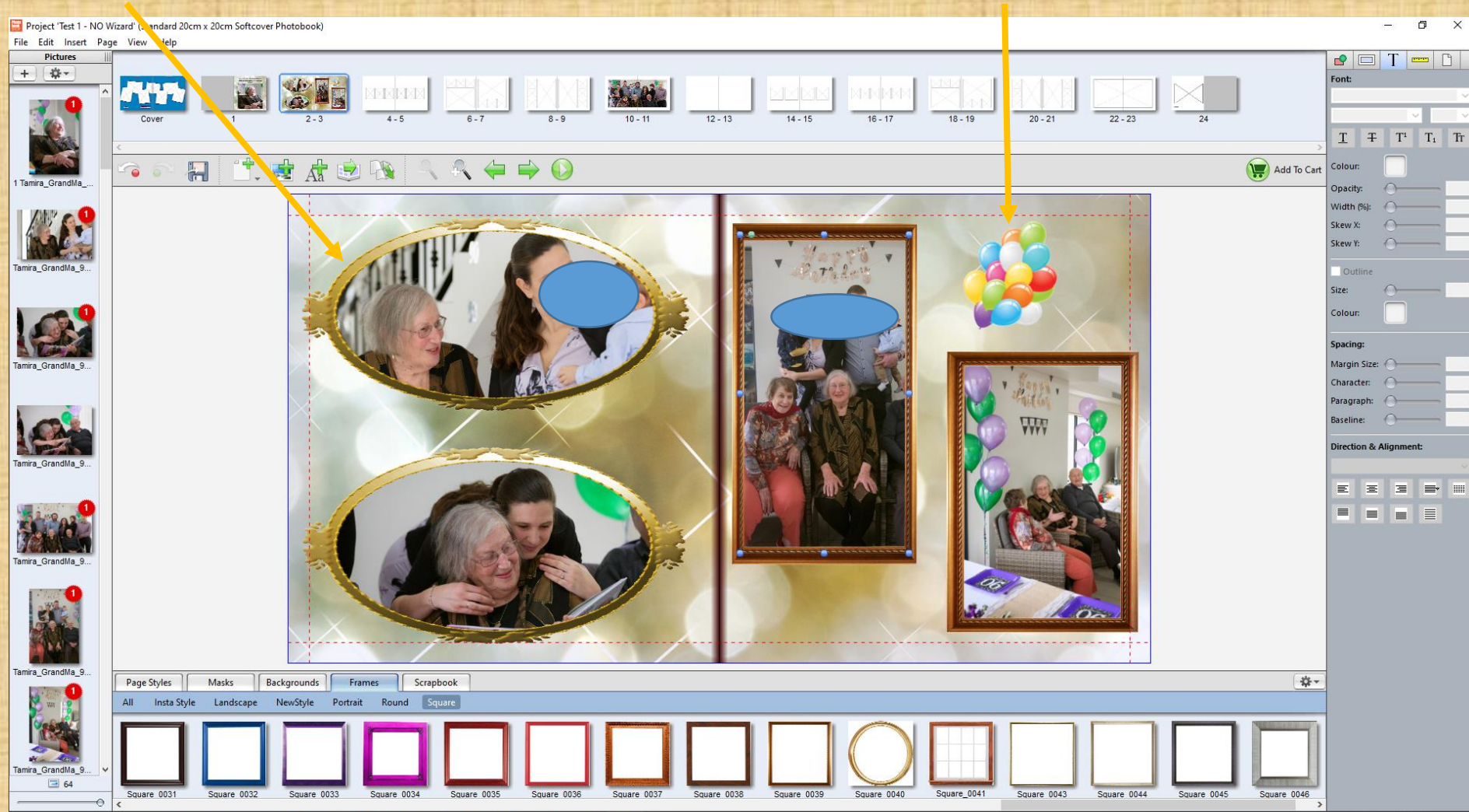




## 20. ADDING FRAMES AND SCRAPBOOK OBJECTS

Frames can be dragged and dropped onto pictures to create an ornamental or fun frame around them. You can remove the frame by right clicking on the photo and selecting “Remove Frame” from the list.

The scrapbook contains items such as clip art and shapes that can be dragged onto a page for decoration. You can enlarge or shrink them by clicking on the blue dots.





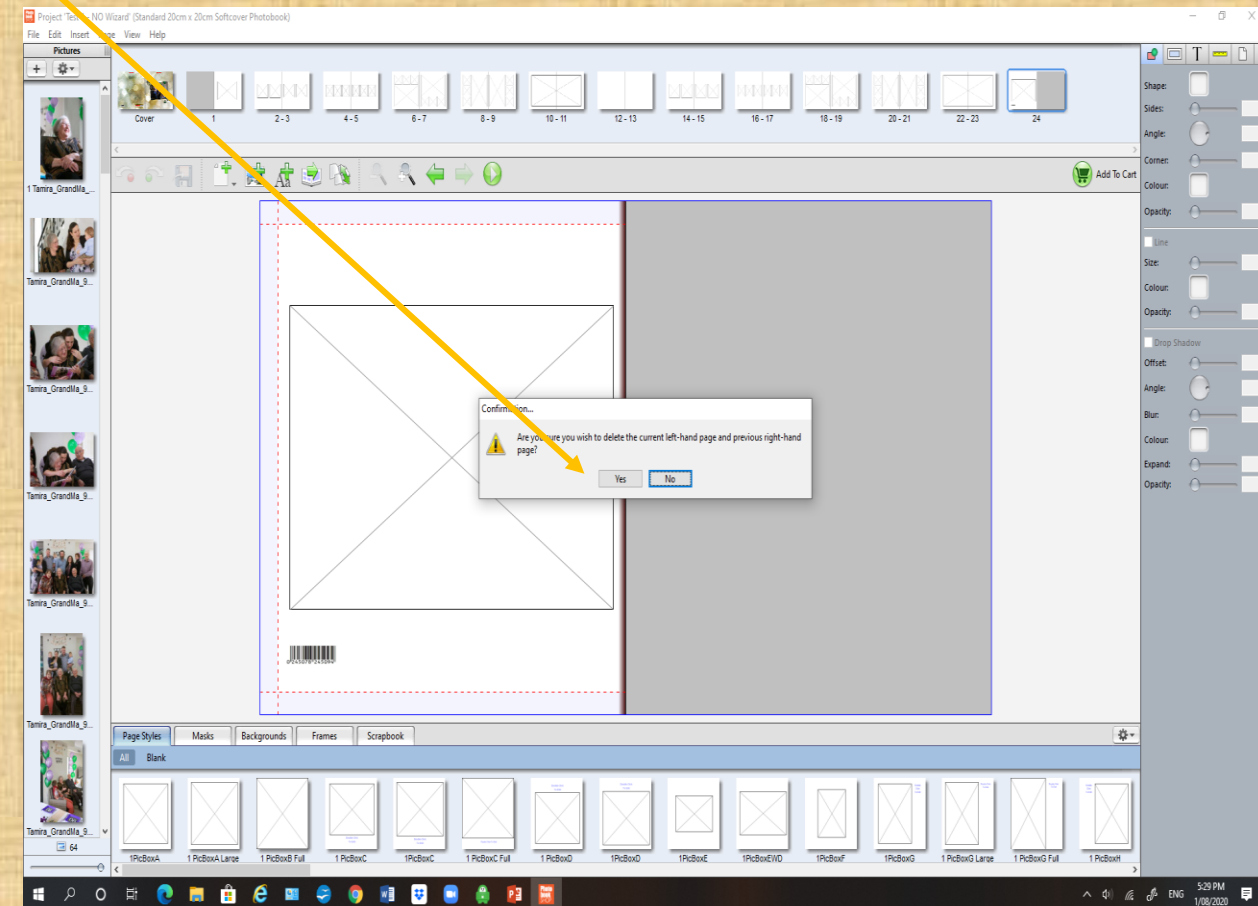
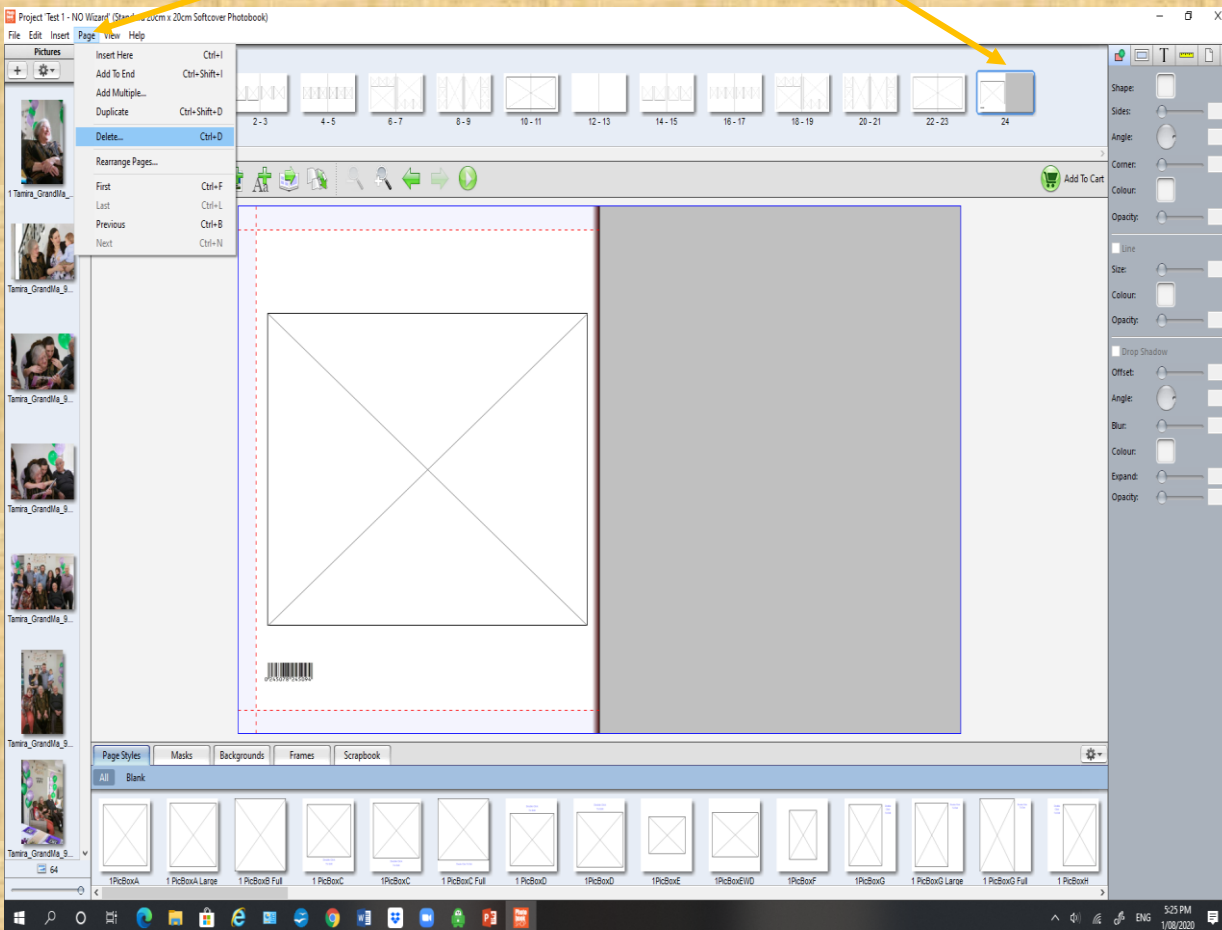
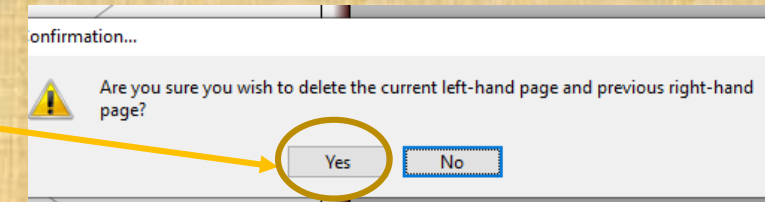
## 21. HOW TO DELETE PAGES

As pointed out earlier, you have 4 pages to delete, as you have only paid for 20, and there are 24 by default (!!!).

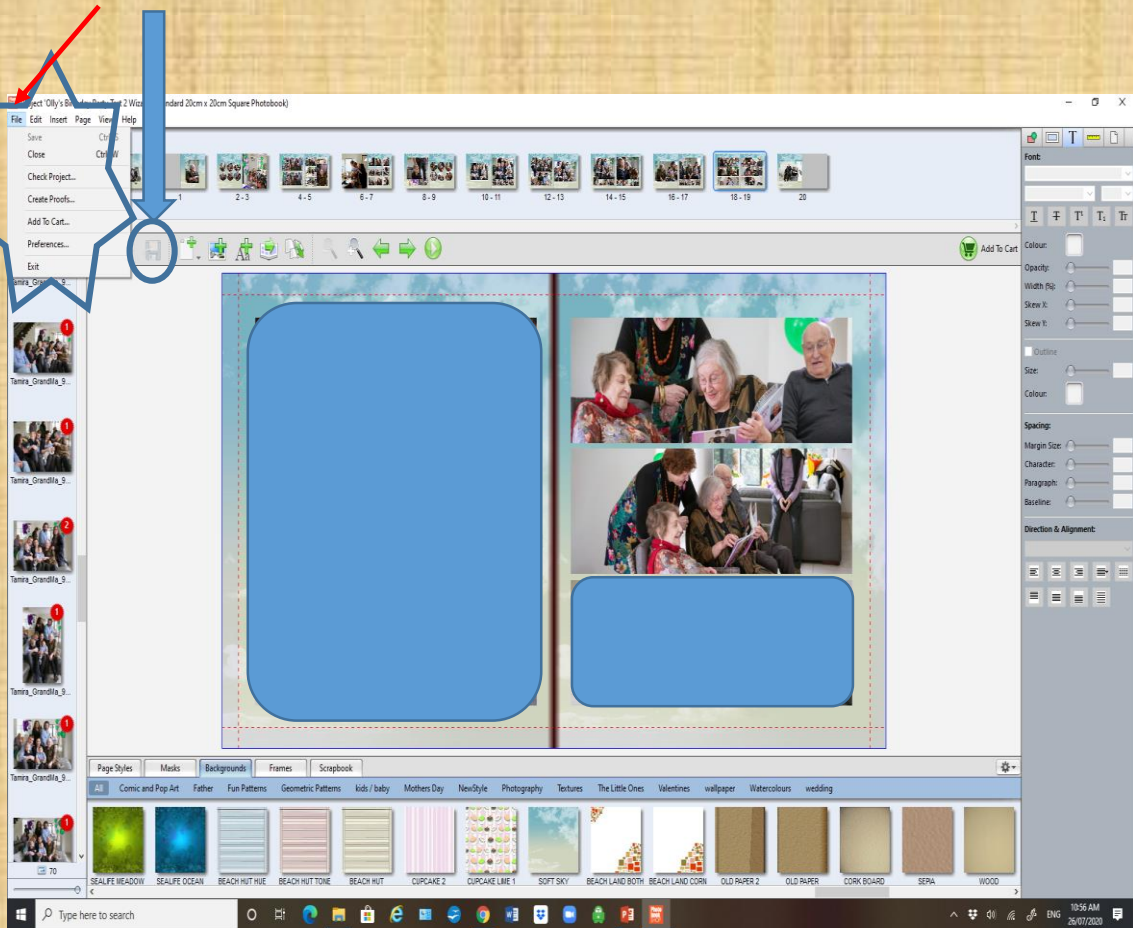
Click on the **last page**, then click on the **'Page'** button on the top tool bar and select Delete.

A Confirmation box will come up. Click on **"Yes"**. Pages 23 and 24 will have been deleted.

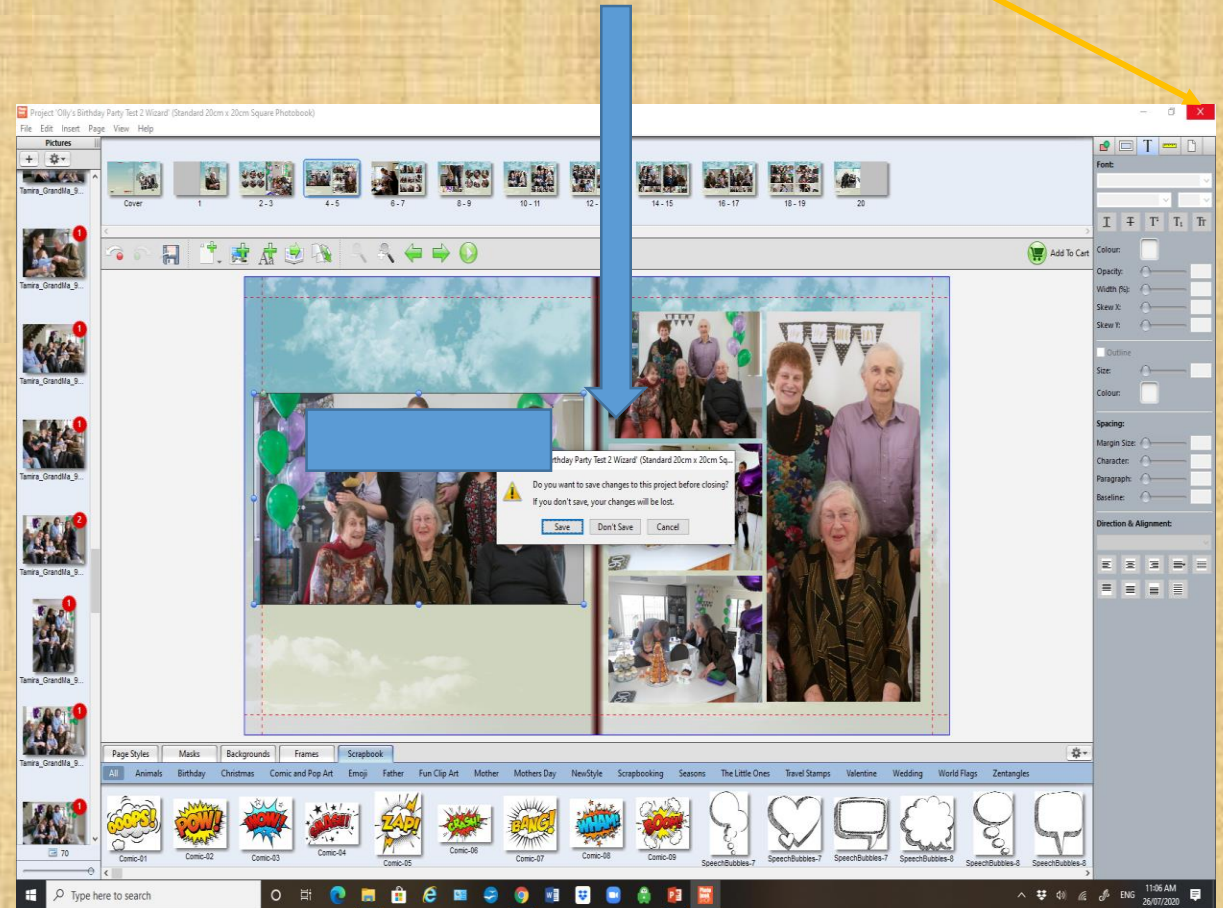
Repeat the process one more time. You should have only 20 pages left.



22. When you are ready to stop editing you **MUST SAVE** your project by either clicking on the save file icon or click on File, then Save.

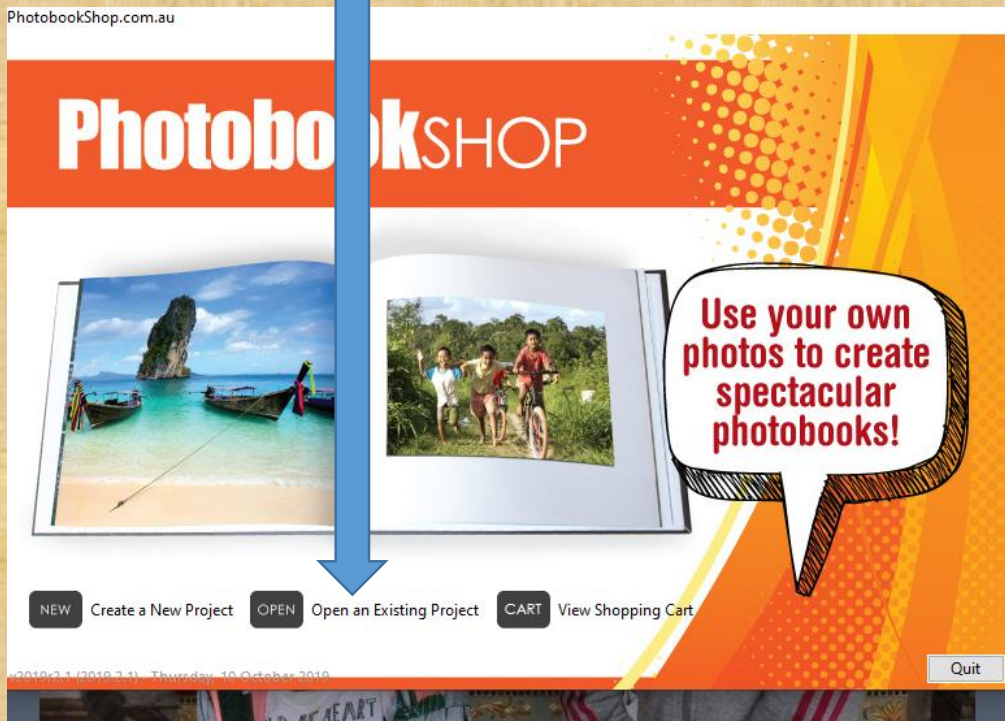


23. Click on the red cross top right hand corner to exit the program. Often this box will come up to make sure you save your work. Click on Save.

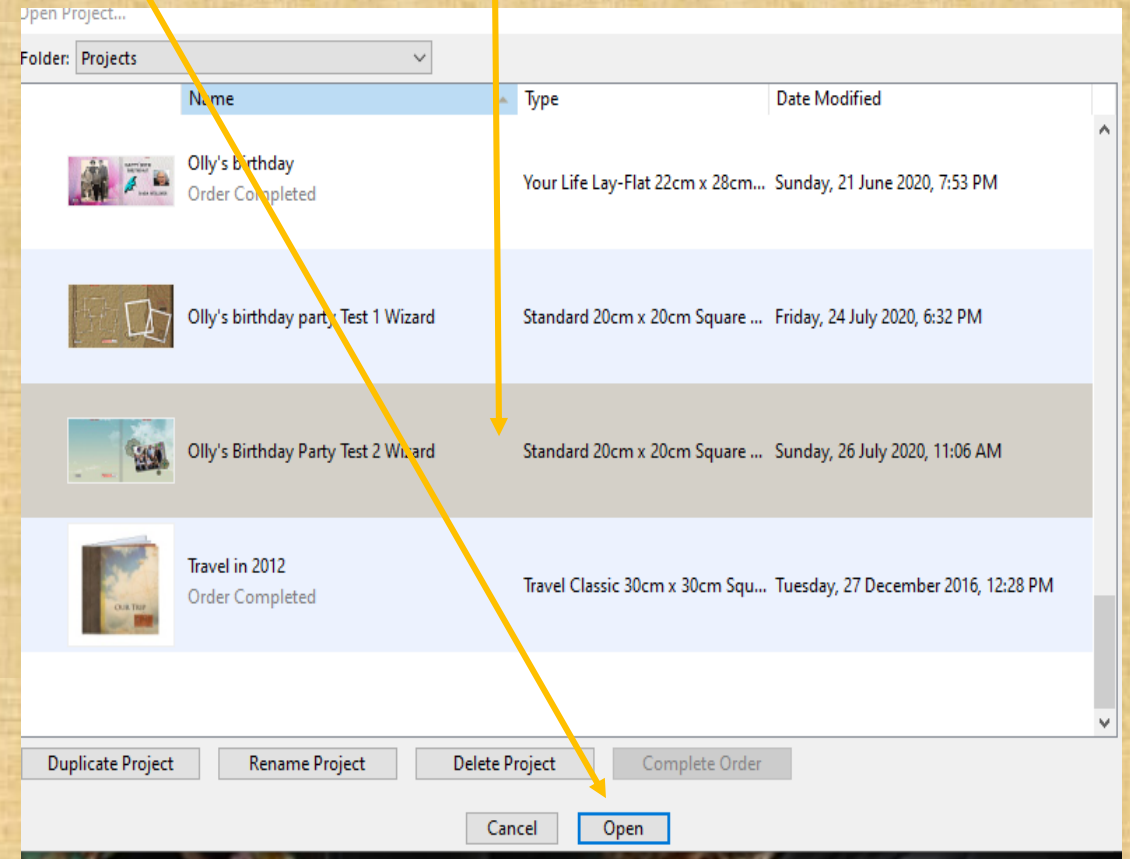




24. You will be returned to this window and can click on Quit. Next time you are ready to continue working on your project, click on the Photobookshop icon on your desktop to open this window. The click on Open an existing project.



25. Click on the project, then click on Open and your ready to start editing again.



Next time we'll spend some time seeing what everyone has done, then I will show you how to order our book(s) online.

# HOMework

- Decide whether you want to use the Wizard project you created in Week 2 or the project you started today.
- Edit, Edit, Edit .....
- See how far you are able to get in a week
- Do not worry if you do not complete, but try to have something to show next week.